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MontCAS Montana Comprehensive Assessment System October 2007 Newsletter

2007-2008 MontCAS Testing Schedule

October 23- November 23, 2007	English Language Proficiency Assessment for students identified as Limited English Proficient (LEP) in grades K-12.
February 11 – March 26, 2008	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10 in Science (It is recommended that the first week of this window be used for training, becoming familiar with the materials, and organizing the testing.)
March 3 – March 26, 2008	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10 in Science



SAVE THE DATES
February 4–5, 2008 and April 28-29, 2008

NEW THIS YEAR: Test Administrator Training Conference— February 4-5, 2008

The Office of Public Instruction will present a test administrator training conference at the Red Lion Colonial Inn in Helena.

The conference will begin with registration and a continental breakfast at 7:15 am on Monday, February 4 and end at 1:00 pm on Tuesday, February 5.

There is no registration fee for the no-host conference if registration is complete by January 7. Breakfasts and lunches will be provided, and a block of rooms at a special rate at the Red Lion Colonial has been reserved.

The conference is designed so that systems or schools can choose to send a team of educators or one educator.



Six topics will be presented six times, once each during each session. The timely topics are specific to test administration and data collection through AIM for testing. The topics are:

- CRT Materials and Administration
- CRT-Alternate Materials and Administration
- Accommodations
- *iAnalyze*
- AIM (Achievement in Montana)
- Important Updates and Reminders

Tentative Conference Schedule

Monday, February 4, 2008	
7:00 – 8:15 am	Registration and Continental Breakfast
8:15 – 10:00 am	Session A
10:15 – noon	Session B
Noon-1:00 pm	Lunch buffet
1:00 – 2:45 pm	Session C
3:00 – 4:45	Session D
Tuesday, February 5, 2008	
7:00 – 8:15 am	Continental Breakfast
8:15 – 10:00 am	Session E
10:15 – noon	Session F
Noon-1:00 pm	Lunch buffet

The link for online registration is <https://rn02.msu.montana.edu/opi>

To reserve a room at the Red Lion Colonial, please call (800) 733-5466 and tell them that you will be attending the OPI Test Administrator Conference.

Free registration will close January 7. Late registration is \$25 per person.

OPI State Assessment Conference

April 28-29, 2008

Call for proposals and registration for the third OPI State Assessment Conference will be online by December 2007.

Testing Contractor Contact Information

MontCAS, Phase 2, the CRT and the CRT-Alternate—Measured Progress, Inc.

Dan Verdick, Montana CRT Program Manager

dverdick@measuredprogress.org or 800-431-8901 x2220

Nancy Hall, Montana CRT Program Assistant

nhall@measuredprogress.org or 888-792-2741

Jake Goldsmith, Montana CRT-Alternate Program Manager

JGoldsmith@measuredprogress.org or 800-431-8901 x2239

Kevin Froton, Montana CRT-Alternate Program Assistant

kfroton@measuredprogress.org or 800-431-8901x2196

MontCAS, the English Language Proficiency (ELP)—Questar Assessment Inc.

Pamela Demarest, Program Manager

pdemarest@tasa.com or 845-277-8100

Please Update Test Coordinator Information



If your system has a new test coordinator this year, please contact the Office of Public Instruction assessment staff with updated test coordinator information. Please provide the test coordinator's name, email address, phone number, shipping address, and mailing address. OPI contact information is at the end of this newsletter.

MontCAS – the CRT and the CRT-Alternate

iAnalyze and Released Items Tips

iAnalyze is the online reporting tool for the Criterion-Reference Test. An update on how to use the program and the released items is online.

<http://www.opi.mt.gov/PUB/PDF/Assessment/CRT/07OctiAnalyzeUpdate.pdf>

In addition, the Office of Public Instruction Assessment Office continues to offer training on the use of CRT released items and the online data program *iAnalyze*. There is no charge for the training.

A form to request training is online:

<http://www.opi.mt.gov/PDF/Assessment/Forms/06TrainRqst.pdf>

If your system is interested in OPI provided training, please print the form and fax it to Karen Richem, 406-444-0743.

If you need further information, please contact

✚ Karen Richem, 406-444-0748, krichem@mt.gov OR

✚ Judy Snow, 406-444-3656, jsnow@mt.gov



Braille and Large Print Versions of the Criterion-Referenced Test

To request these versions, please contact Nancy Hall at Measured Progress by October 26, 2007. nhall@measuredprogress.org or 1-888-792-2741

Science CRT-Alternate Beta Test

Thank you to test coordinators and special education directors for helping OPI contact a great group of special education teachers. And thank you to the twenty-six outstanding Montana special education teachers who met on September 19 for training on the administration of the Science CRT-Alternate Beta Test for grades 4, 8, and 10. After training, the teachers returned to their schools to test the test so that it will be ready for the Spring 2008 administration. Their direct experience with the test provides valuable input on all aspects of the test development and implementation.

Thank You!



Participation in CRT and CRT-Alternate Test Development

The following test development sessions are scheduled

December 5-6, 2007, Helena	Reading Passage Review, grades 3-8 and 10
May 13-14, 2008, Helena	Item Review, Reading and Math, grades 3-8 and 10 and Science, grades 4, 8, and 10
May 15, 2008, Helena	Bias Review, Reading and Math, grades 3-8 and 10 and Science, grades 4, 8, and 10
June 11 -12, 2008, Helena	Science CRT and CRT-Alternate Standard Setting, grades 4, 8, and 10
July 22-23, 2008, Helena	Item Selection Review, Reading and Math, grades 3-8 and 10 and Science, grades 4, 8, and 10

We welcome and encourage your participation. The application to participate is online.

<http://www.opi.mt.gov/PDF/Assessment/Forms/AppParticipate.pdf>

Please fax the completed form to Judy Snow, 406-444-0743



CRT Accommodations Users' Guide

Now is the time to determine which students may benefit from the use of accommodations. For accommodations to be used on the CRT, they must have been used routinely in classroom instruction and assessment with a student for two to three months prior to the CRT. Standard accommodations are available to all students, but if a student has an IEP, they must be specified in the IEP.

In 2007, OPI published the 2007 *OPI Guidelines and Procedures for CRT Accommodations*. The *Guidelines* are current and are still online.

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07AccomManual.pdf>

In addition, OPI has prepared a quick users guide, in a flip card format. OPI will mail copies of these to schools in November. Extra copies may be ordered from OPI at no charge. A pdf file of the cards is online http://www.opi.mt.gov/PUB/PDF/Assessment/CRT/TA/08CRT_tentcards.pdf

Please Welcome

Kevin Froton has joined the Montana team at Measured Progress. He is the Montana CRT-Alternate Program Assistant and works with Jake Goldsmith, the Program Manager. Kevin's contact information is:

kfroton@measuredprogress.org or 800-431-8901x2196



Online Registration for Spring 2008 CRT-Alternate

Now is the time to determine which students are eligible to participate in the Spring 2008 CRT-Alternate. During the fall Individual Education Plan (IEP) process, eligible students are identified for the CRT-Alternate. Eligibility requirements are online:

(<http://www.opi.state.mt.us/PDF/SpecED/CRTAltAssess.pdf>).

The CRT-Alternate must be taken in all subjects: Reading and Math in grades 3-8 and 10 and Science in grades 4, 8, and 10.

All current students who are eligible and identified in their IEPs for the Spring 2008 CRT-Alternate need to be registered through the Measured Progress online enrollment system. The registration window for current students is

- October 9, 2007 - November 15, 2007
- The link to the registration site is www.crt-alt.org
- To register students you will need the following information for each student:
 - Password to access the site. It will be sent to system test coordinators and special education directors by email.
 - System test coordinator name, email, and phone number
 - Name of school
 - Student name
 - State Student ID (9 digits)
 - Grade
 - Teacher name, email address, and phone number
 - When you have completed entering this information for a student you will see the following at the bottom of the page

Done

Add Another Student

- When you are finished, click on "Done" and the information will be saved.
 - If you have another student (s) to add, press "Add Another Student."
- For students new to your system after November 15,
 - The registration window will reopen: January 7, 2008 - January 18, 2008.
 - After January 18, any new students new to your system contact Judy Snow at the Office of Public Instruction.
 - If you need help with the online registration, please contact Kevin Froton at Measured Progress
kfroton@measuredprogress.org or 800-431-8901x2196

MontCAS—the ELP (English Language Proficiency Test)

Key Dates










Aug. 20 – Sept. 10	Submit special orders for Beginner Level form (s)
Aug. 28	Deadline for Braille or Large-print test form (s)
Sept. 1 – Oct. 19 *	Enter enrollment and program participation for LEP students in AIM system
Sept. 10	Questar ships training materials to System Test Coordinators
Sept. 10 – Oct. 23	Test Coordinators train test administrators (examiners)
Oct. 15	Questar ships testing materials to System Test Coordinators
Oct. 23 – Nov. 23	ELP Test Window
Nov. 9	Questar ships student barcode labels to System Test Coordinators. Affix barcode labels to answer documents after testing.
Dec. 7	Deadline for all materials to be shipped to Questar. Deadline for receipt, Dec. 14.



*In order to provide barcode labels for students identified as Limited English Proficient (LEP), the program participation information for those students must be updated and complete on AIM by October 19, 2007.

The following materials are online on the OPI English Language Proficiency site:
<http://www.opi.mt.gov/Assessment/ELP.html>

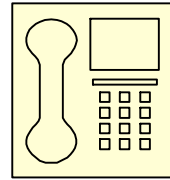
2007 ELP Testing Assistance

-  [ELP Training for the 2007-2008 Administration](#) Please download this file to your desktop or hard-drive in order to view the entire file. You will not be able to view this file from this location due to its size.
-  [2007-08 ELP Test Coordinator's Guide](#)
-  [2007-08 Additional Materials Order Form](#)
-  [2007-08 ELP Beginner Level Test Registration Form](#)
-  [2007-08 General Instructions from Form A Kindergarten Examiner Manual](#)
-  [2007-08 General Instructions from Form B Grade 1-2 Examiner Manual](#)
-  [2007-08 General Instructions from Form C Grade 3-5 Examiner Manual](#)
-  [2007-08 General Instructions from Form D Grade 6-8 Examiner Manual](#)
-  [2007-08 General Instructions from Form E Grade 9-12 Examiner Manual](#)

Training Opportunities for the ELP

Test coordinators will receive materials and arrange for the training of test administrators (called examiners for this assessment). The following are options for training of test coordinators and then test examiners:

- The online ELP Training is a pdf version of a PowerPoint and can be used as a handout.
http://opi.mt.gov:8010/PDF/Assessment/training/07_08ELPTraining.pdf?savectype
- The training CD that accompanies training materials shipped by Questar on September 10, 2007 contains a narrated PowerPoint for use individually or with groups.
- Conference calls
 - Karen Richem will host two conference calls during which there will be an opportunity for questions and answers.
 - Friday, October 12: 9:00 am – 10:30 am
 - Tuesday, October 16: 2:30 pm – 4:00 pm
 - If needed, Karen will schedule additional conference calls
 - To register for one of the conference calls, please contact Linda Almas, 406-444-4431 or lalmas@mt.gov
- Training at another school in your region. The following test coordinators have scheduled training in their schools and have offered to host other test coordinators to attend the training. Please contact the following test coordinators directly for further information.
 - Week of Oct. 8
 - Belgrade, Gary Kidd, 924-2008
 - Hardin, Annette Moody, 665-2505
 - Wolf Point, Richard Desch, 653-2361
 - Week of Oct. 15
 - Lame Deer, Ken Sattler, 477-8900x297
 - Missoula, Bettsy Williams, 728-2400x5050



Guidance on Determining LEP Status

Lynn Hinch, the OPI Bilingual Specialist, convened a group of Title III educators during the summer to clarify guidance for determining LEP status. Their recommendations include initial determination of LEP status for students and determination of LEP status for students who participated in the 2006-07 English Language Proficiency Test. Please consult this guidance so that you will be able to update the AIM program participation information on your students. The link to the guidance is:

<http://www.opi.mt.gov/pdf/bilingual/CriteriaLEP.pdf>



Barcode Labels for the ELP

During the summer, authorized system representatives received notification of their students identified as Limited English Proficient (LEP) at that time. The notification was intended to provide advance information to systems of their students identified at that time as LEP so systems could update the information. In addition, the information assisted OPI and Questar in determining the amount of materials to send to each system and school.

Testing materials are sent to systems based on those lists; however, because the lists are not current, systems may not receive the exact number of tests they will need. Systems are advised to use the additional materials order form if they do not have enough test materials.

<http://www.opi.mt.gov/PUB/PDF/Assessment/ELP/08OrderFormAddMaterials.pdf>

Students who should take the ELP are the students identified as LEP in the AIM system (guidance on making that determination on page 7). Barcode labels will be generated from that collection and shipped to systems on November 9, after the testing window has begun. Please affix the barcode labels to the appropriate student answer documents after testing.

Barcode Label Checklist



	Fall 2007	Schools receive notification from OPI of students identified as LEP during the summer of 2007.
	September 1 – October 19, 2007*	Schools determine students to be identified as LEP and enter on AIM. See guidance on page 7.
	November 9, 2007	Questar ships barcode labels. Schools affix barcode labels to appropriate student answer documents after students complete the test.

*In order to provide barcode labels for students identified as Limited English Proficient (LEP), the program participation information for those students must be updated and complete on *AIM* by October 19, 2007.



Other Assessment Information

Helpful Instructional Items Online at the OPI Website

Montana Content Standards

<http://www.opi.mt.gov/Accred/cStandards.html>

Grade Level Expectations for Reading, Math, and Science

<http://www.opi.mt.gov/Accred/GLLEExpect.html>

Performance Descriptors for Reading and Math

<http://www.opi.mt.gov/Assessment/Phase2.html#perflnd>

Science Sample Items

<http://www.opi.mt.gov/Assessment/Phase2.html#RI07>



OPI Receives Two Grant Awards for Assessment Studies

The Office of Public Instruction Assessment and Special Education Divisions recently received notification of two grant awards to continue the study of assessments based on modified achievement standards.

The first grant is in partnership with Maine, New Hampshire, Rhode Island, Vermont, Measured Progress, the Education Development Center, the University of Arizona, and WestEd. This eighteen month grant in the amount of \$1.7 million will target high school reading.

The other grant is in partnership with Measured Progress, Mountain Plains Regional Resource Center, WestEd, Children's Progress, the Montana Technical Advisory Committee, and the Montana Special Education Advisory Committee. This three year grant in the amount of \$1 million will target grades seven and eight math and reading.

As the projects unfold, OPI will be contacting systems and schools and educators to participate. We look forward to working with Montana educators on these important projects.



News from the Montana University System

Thank you to Jan Clinard, Director of Academic Initiatives for the Office of the Commissioner of Higher Education, for contributing the following links to:

News about the proposed math proficiency standard and the policy

<http://mus.edu/mathproficiency/mathindex.asp>

News about the 2008 Writing Assessment and registration information

<http://mus.edu/writingproficiency/index.asp>

Contact information for Jan is:

jclinard@montana.edu or 406-444-0652

OPI Assessment Contacts

✚ Karen Richem, Assessment Specialist, krichem@mt.gov, 406-444-0748

✚ Judy Snow, State Assessment Director, jsnow@mt.gov, 406-444-3656

